



**DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775**

IN REPLY REFER TO:

MCBUL 5210  
AR  
28 Dec 05

MARINE CORPS BULLETIN 5210

From: Commandant of the Marine Corps  
To: Distribution List

Subj: DOD DATA CALL AND PRESERVATION OF RECORDS PERTAINING  
TO HURRICANE KATRINA, RESULTANT FLOODING AND AFTERMATH

Ref: (a) MARADMIN 527/05, Retention of Records  
(b) DOD Directive 5200.1 of 13 Dec 96  
(c) SECNAVINST 5510.36  
(d) SECNAVINST 5720.42F

Encl: (1) White House Memorandum, Comprehensive review of  
Federal Government response to Hurricane Katrina;  
Retention of Records, 23 Sep 05  
(2) Deputy Secretary of Defense Memorandum, Comprehensive  
Review of Federal Government response to Hurricane  
Katrina, 24 Oct 05  
(3) Assistant Secretary of Defense Memorandum, Provision  
of Documents in Support of the Comprehensive Review of  
the Federal Government response to Hurricane Katrina,  
17 Nov 05  
(4) Office of the Secretary of Defense Memorandum,  
Collection of Emails related to Hurricane Katrina,  
28 Nov 05  
(5) Collection of E-mails Related to Hurricane Katrina - Refinement  
of Request for Data - Colonel David M. Rhodes E-mail, 21 Dec 05

Report Required: The DOD Data Call and Preservation of Records  
Pertaining to Hurricane Katrina, Resultant  
Flooding and Aftermath (Report Control Symbol  
EXEMPT), pars 3a and 3b.

1. Purpose. To publish, per the references, information concerning the  
preservation and data call of records as required by enclosures (1) through  
(5).

2. Background. Reference (a) directed all Marine Corps Records Managers to  
retain, preserve, and maintain all current and future records related to  
Hurricane Katrina, resultant flooding, and their aftermath. It further  
advised that additional guidance would be provided if submission of these  
documents for review were required. This Bulletin provides that additional  
guidance.

DISTRIBUTION STATEMENT A: Approved for public release, distribution is  
unlimited.

3. Action

a. The enclosures provide a list of records/documents that are required to be forwarded to the Hurricane Katrina Comprehensive Review Task Force. These records will be cataloged and forwarded directly to:

Commandant of the Marine Corps  
Headquarters Marine Corps (ARDB)  
2 Navy Annex, Room 1212  
Washington DC, 20380-1775  
Attn: Ronald R McCully

Enclosures (3) through (5) are key to understanding this tasker and provide specific guidance as to how the documents requested will be processed. All Headquarters Marine Corps staff agencies and major subordinate commands will review the enclosures, disseminate this information to their subordinate commands and ensure documents are provided in accordance with enclosures (1) through (5).

b. All Headquarters Marine Corps staff agencies and major subordinate commands will forward a consolidated report of their document inventories to Headquarters Marine Corps, attention: Records, Reports and Directives Management Section (ARDB). This report will include: a consolidated index of all records collected, a statement of scope of search and a list of record management and legal points of contact within the command. There is no requirement to send duplicate copies of documents previously submitted for this data call. Only those documents produced within the Department of the Navy are required to be forwarded. Negative responses are required.

c. Documents must be separated as to security level per reference (b). Handling of classified documents and emails will be per Chapter 9 of reference (c).

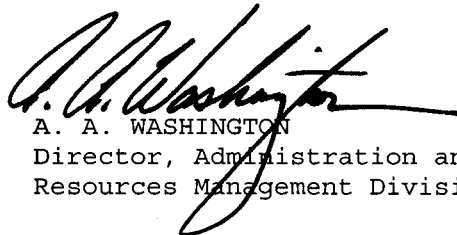
d. FOIA requests will be handled separately from the information in this Bulletin and per guidance contained in reference (d).

e. All documents, excluding emails, will be screened locally for privileged content. All e-mails will be processed in accordance with the schema outlined in enclosures (4) and (5). For all other documents, the command submitting the documents will have initial privilege or non-privilege determinations made by the command's local attorneys within the Office of Counsel for the Commandant or Staff Judge Advocate Office. Pursuant to enclosures (4) and (5), the types of privilege to be considered include, but are not limited to: the executive privilege, e.g., communications with POTUS or White House staff; the attorney-client privilege; the attorney work product privilege; documents subject to the Privacy Act; and documents that would otherwise be covered by an exception found in the Freedom of Information Act. Each document believed to be covered by a privilege should be separated from non-privileged documents and indexed separately including all required information as well as identifying the privilege(s) believed to be relevant. A final privilege analysis will be conducted by OSD once received by the DoD task force.

f. All records are to be placed on CDs. This includes e-mail that meets the requirements of enclosures (4) and (5). Each CD will contain an inventory detailing the date, author, and subject of each document provided. The outside of the CD should be labeled with the command's address, phone number, point of contact, and security classification.

g. Each Headquarters Marine Corps staff agency and major subordinate command shall work with IT personnel to insure all electronic records are retained, collected and forwarded per to the enclosures. If you are on NMCI, questions can be addressed to the local NMCI representative.

4. Reserve Applicability. This Bulletin is applicable to the Marine Corps Total Force.



A. A. WASHINGTON  
Director, Administration and  
Resources Management Division

DISTRIBUTION:

Copy to: 7000260 (2)  
8145005, 004 (1)

THE WHITE HOUSE

WASHINGTON

September 23, 2005

MEMORANDUM FOR: SECRETARY OF STATE  
SECRETARY OF THE TREASURY  
SECRETARY OF DEFENSE  
ATTORNEY GENERAL  
SECRETARY OF THE INTERIOR  
SECRETARY OF AGRICULTURE  
SECRETARY OF COMMERCE  
SECRETARY OF LABOR  
SECRETARY OF HEALTH AND HUMAN SERVICES  
SECRETARY OF HOUSING AND URBAN DEVELOPMENT  
SECRETARY OF TRANSPORTATION  
SECRETARY OF ENERGY  
SECRETARY OF EDUCATION  
SECRETARY OF VETERANS AFFAIRS  
SECRETARY OF HOMELAND SECURITY  
DIRECTOR OF THE OFFICE OF MANAGEMENT AND  
BUDGET  
U.S. TRADE REPRESENTATIVE  
ADMINISTRATOR OF THE ENVIRONMENTAL  
PROTECTION AGENCY  
DIRECTOR OF THE OFFICE OF NATIONAL DRUG  
CONTROL POLICY

FROM: // Original Signed //

FRANCES FRAGOS TOWNSEND  
ASSISTANT TO THE PRESIDENT FOR HOMELAND  
SECURITY AND COUNTERTERRORISM

CC: ANDREW H. CARD, JR.

SUBJECT: COMPREHENSIVE REVIEW OF FEDERAL GOVERNMENT  
RESPONSE TO HURRICANE KATRINA; RETENTION OF  
RECORDS

Following up on Secretary Card's Memorandum to you of September 16, in order to determine what went wrong, what went right, and lessons learned from the comprehensive review of the Federal response to Hurricane Katrina that the President has ordered, you are requested to ensure

ENCLOSURE (1)  
osd 17240-05

that, until further notice and in accordance with applicable laws, your Department or Agency (1) retains, preserves, and maintains all records relating to Hurricane Katrina, resulting flooding, or their aftermath ("Records"), whether presently existing or created in the future, and (2) upon request, provides Records to the Homeland Security Council for review. For purposes of clarity, "Records" is meant in the broadest sense, and includes all documents, reports, writings, letters, memoranda, notes, communications (including e-mails, faxes, and telephone records, and all communications with other Federal Departments and Agencies, State and local governments, and private sector entities), contracts, agreements, schedules, spreadsheets, travel records, data, electronically stored information, audio and video recordings, computer disks and hard drives, drawings, graphs, charts, photographs, and all other records of any kind. "Records" includes, but is not limited to, all records required to be preserved pursuant to the Federal Records Act of 1950, as amended, 44 U.S.C. § 3101 et seq.

If you have any questions regarding any of the foregoing, please contact Associate Counsel John Mitnick (202-456-2607) in the Office of Counsel to the President.

Thank you in advance for your assistance.



## DEPUTY SECRETARY OF DEFENSE

1010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1010

OCT 24 2005

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF  
DEFENSE  
DIRECTOR, ADMINISTRATION AND  
MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Comprehensive Review of the Federal Government Response to  
Hurricane Katrina

The Secretary of Defense has designated Paul McHale, Assistant Secretary of Defense for Homeland Defense, and Admiral Edmund Giambastiani, Jr., Vice Chairman, Joint Chiefs of Staff, as the Department's senior officials to lead the Department's participation in the Homeland Security Council-led comprehensive review of the Federal response to the events surrounding Hurricane Katrina (attachment 1). Admiral Giambastiani has further designated Rear Admiral Richard Mauldin, Director, Joint Staff J-7, as his representative.

To provide Departmental support for this review as well as oversight and coordination of post-Hurricane Katrina activities, I am establishing the DoD Hurricane Katrina Comprehensive Review Task Force under the joint leadership of Assistant Secretary McHale and Rear Admiral Mauldin. The Task Force will be the Department's focal point for all support provided to the Homeland Security Council. The Task Force will also oversee an internal DoD review, collating the results of Component lessons learned activities. Finally, the Task Force will coordinate DoD responses to inquiries from non-DoD entities and the Task Force leaders will be the sole release approval authority for these responses. The Task Force leaders may task the Military Department Secretaries and Component heads for information and support regarding all of these endeavors.

The Task Force will collect all relevant documents and compile them for both internal and non-DoD reviews. All Military Departments and DoD Components, in accordance with applicable laws, are to retain, preserve, and maintain all current and future records relating to Hurricane Katrina, resultant flooding, or their aftermath. The September 23, 2005, memorandum from the Assistant to the President for Homeland Security and Counterterrorism at



OSD 20663-05

ENCLOSURE (2)

attachment two comprehensively defines the categories of records to be preserved. The Task Force leaders are also the sole authorities for release of records as appropriate to the Congress as well as release and initial denial authority under the Freedom of Information Act.

The Task Force will require staffing from across the Department for approximately 179 days. The organizations identified at attachment three are requested to identify personnel available for detail to the Task Force by October 26, 2005. Personnel will be in-processed on the morning of October 28, 2005 at the Pentagon Unified Command Center, room ME 877.

OASD(HD) points of contact are Mr. Scott Rowell, Deputy Assistant Secretary of Defense, Strategy, Plans and Resources, (703) 692-5108, and Colonel Dave Rhodes (703) 602-5730 x170.

Attachments:  
As stated



Andrew England  
ACTING



HOMELAND  
DEFENSE

ASSISTANT SECRETARY OF DEFENSE  
2600 DEFENSE PENTAGON  
WASHINGTON, DC 20301-2600

17 NOV 2005

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF  
DEFENSE  
DIRECTOR, ADMINISTRATION AND  
MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Provision of Documents in Support of the Comprehensive Review of  
the Federal Government Response to Hurricane Katrina

On October 24, 2005, the Acting Deputy Secretary of Defense established the DoD Hurricane Katrina Comprehensive Review Task Force to lead the Department's participation in the Homeland Security Council-led comprehensive review of the Federal Response to the events surrounding Hurricane Katrina. The Acting Deputy Secretary of Defense also directed all Military Departments and DoD Components, in accordance with applicable laws, to retain, preserve, and maintain all current and future records relating to Hurricane Katrina, the resultant flooding, or its aftermath.

To support this requirement and also support the Department's preparation of responses to congressional inquiries, request all Military Departments and DoD Component Heads provide copies of all documents relating to Hurricane Katrina to the Task Force. This data call is in conjunction with the on-going Joint Staff data call for Hurricane Katrina-related documents and supplements the Joint Staff guidance.

For purposes of clarity, "documents" is meant in the broadest sense, and includes all reports, writings, letters, memoranda, notes, briefings, communications (including e-mails, faxes, telephone records, and communications with other Federal Departments and Agencies, State and local governments, and private sector entities), contracts, agreements, schedules, spreadsheets, travel records, data, and electronically stored information. In addition, the Task Force requires copies of certain historical records as specified below. Due to the large volume of potential e-mails, the Task Force will deliver additional guidance regarding the collection of e-mails.

MMTF 00225-05

ENCLOSURE (3)

In complying with this request, the terms "the Department" and "the Department of Defense" include the Military Departments and all DoD Components. Specifically:

- a. Provide copies of all after-action reports or other assessments prepared over the last five years under the direction of, or under contract through, the Department assessing the performance of Department elements, personnel, or programs in response to domestic emergencies, or exercises related to the preparation for such emergencies, including, but not limited to, previous hurricanes.
- b. Provide copies of any orders, directives, memoranda, or other related documentation memorializing guidance in preparation for the response to Hurricane Katrina.
- c. Provide all documents that refer to actual preparations made in advance of, and for Hurricane Katrina.
- d. Provide documents received, prepared, or sent relating to the threat posed by a hurricane striking New Orleans or the Gulf Coast, mitigation measures or projects, emergency preparations, or emergency response from 1975 onwards.
- e. Provide copies of any orders, directives, memoranda, or other related documentation memorializing guidance issued during the Federal government response to Hurricane Katrina.
- f. Provide copies of any orders, directives, messages, memoranda, or other related documentation that pertain to actions taken during the Federal government response to Hurricane Katrina.
- g. Provide all documents that refer or relate to communications between officials of the Federal Emergency Management Agency, the Department of Homeland Security, or the Department of State, on the one hand, and officials of the Department of Defense that refer to or relate to Hurricane Katrina.
- h. Provide all documents that refer or relate to any communications by or to the Department from any of the 50 States, as well as specifically with State or local officials from Alabama, Mississippi, or Louisiana regarding Hurricane Katrina.
- i. Provide any documents that are related to the readiness of Active Duty, Reserve, or National Guard units to respond to Hurricane Katrina or similar natural disasters.
- j. Provide all documents that refer or relate to any communications by or to each Defense Coordinating Officer relating to Hurricane Katrina.

In complying with this request, Military Departments and DoD Component Heads will:

a. Begin providing documents on Wednesday, November 30, 2005, and continue providing documents on successive Fridays until all requested documents have been provided. Provide documents in electronic format and deliver via CD to the Task Force at Room ME 877, Pentagon. Any classified documents should be delivered on a separate CD following the guidelines in DoD Directive 5200.1, Information Security Program.

b. Provide a catalogue detailing the date, author, and subject of each document provided with each delivery.

c. All documents must be reviewed by appropriate Component authorities to determine whether each document, or portion thereof, is covered by a privilege before they are provided. Each document covered by a privilege should be separated from non-privileged documents and indexed on a separate catalogue containing the information listed in "b" above as well as identifying the privilege(s) believed to be relevant.

d. Provide a negative reply with an explanation if they are unable to comply with this request.

e. Upon completion of this action, acknowledge in writing that they have satisfied this request and provide a final comprehensive catalogue detailing all documents provided.

Our points of contact for this action are Colonel David Rhodes (703) 571-8919, david.rhodes@osd.mil) and Christina Filarowski Sheaks (703) 697-4005, christina.filarowski-sheaks@osd.mil).



Paul McHale

MMTF 00225-05<sup>3</sup>

ENCLOSURE (3)



OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301

NOV 28 2005

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF  
DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF  
DEFENSE  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND  
MANAGEMENT  
DIRECTOR, PROGRAM ANALYSIS AND  
EVALUATION  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD AGENCIES

SUBJECT: Collection of E-mails Related to Hurricane Katrina

The guidance at attachment 1 supplements the information contained in the Assistant Secretary of Defense for Homeland Defense memo of November 17, 2005, "Provision of Documents in Support of the Comprehensive Review of the Federal Government Response to Hurricane Katrina" (attachment 2).

The guidance details execution of a DoD Comprehensive Review Task Force requirement for the Military Departments and DoD Components to collect e-mails related to Hurricane Katrina. The guidance provides Department-wide information management organizations with specific instructions regarding e-mail collection. Questions regarding this guidance should be directed to the DoD Comprehensive Review Task Force at (703) 571-8917 or DSN 671-8917.

David M. Rhodes, Colonel, USAF  
Staff Director  
DoD Hurricane Katrina  
Comprehensive Review Task Force

Attachments  
As stated

MMTF 10252-05



ENCLOSURE ( 4 )

**DoD Hurricane Katrina Email Data Call**  
**Emails dated 1 August 2005 to 30 September 2005**  
**Inclusion and Exclusion Schema**

**Phase I**

1. Search for, copy and store all emails to or from email address with an extension of fema.gov or dhs.gov (e.g., (e.g., firstname.lastname@fema.gov or firstname.lastname@dhs.gov).
2. Search email using keywords (TAB A) and copy and store any emails that indicate one or more keyword hits.
3. For the purposes of this schema, bundle the emails resulting from "1" and "2." These will be referred to as "Phase I Result".

**Phase II**

1. For the e-mails in Phase I Result, search for, extract, and transfer into segregated folders (by title) any emails to or from the Secretary of Defense, the Deputy Secretary of Defense, the Under Secretary of Defense for Policy, the Under Secretary of Defense for Personnel and Readiness, the General Counsel of the Defense Department, and the Assistant Secretary of Defense for Homeland Defense.
2. Name each segregated folder "Segregated-Title-Katrina" (e.g., "Segregated-SECDEF-Katrina," "Segregated-DEPSECDEF-Katrina," and "Segregated-ASD(HD)-Katrina").
3. For the purposes of this schema, bundle the segregated email folders created by Phase II into a folder named "Segregated Senior Leadership-Katrina."
4. For the purposes of this schema, emails that remain after senior leadership emails have been extracted and transferred out of Phase I Result will be referred to as "Phase II Result."

**Phase III**

1. In Phase II Result, search for, extract, and transfer into a segregated folder all emails to or from the following email address or extensions:
  - a. \*.\*@osdgc.osd.mil;
  - b. \*.\*@dodgc@osd.mil;
  - c. carl.wagner@osd.mil;
  - d. carl.wagner@osd.pentagon.mil;
  - e. bart.wager@osd.pentagon.mil; and
  - f. james.wager@osd.mil

2. Name this segregated folder "Privileged-Counsel-Katrina".
3. For the purposes of this schema, the emails that remain after "Privileged-Counsel-Katrina" emails have been extracted and transferred out of Phase II Result will be referred to as "Phase III Result."

#### **Phase IV**

1. In Phase III Result, search for, extract, and transfer into a segregated folder any emails to or from email address with an extension of who.eop.gov (e.g., firstname.lastname@who.eop.gov).
2. Name this segregated folder "Privileged-White House-Katrina."
3. For the purposes of this schema, the emails that remain after "Privileged-White House-Katrina" emails have been extracted and transferred will be referred to as "Phase IV Result."

#### **Phase V**

1. Search Phase IV Result using keywords (TAB B) and extract and transfer any emails that indicate one or more keyword hits into a folder.
2. Name this folder "Privileged-Possible-Katrina."
3. For the purposes of this schema, the emails that remain after "Privileged-Possible-Katrina" emails have been extracted and transferred will be referred to as "Phase V Result."

#### **Phase VI**

1. (only if applicable) Search Phase V Result for proprietary information using organization-derived keywords and extract and transfer any emails that indicate proprietary keyword hits into a folder.
2. Name this folder "Proprietary-Katrina."

#### **Delivery**

1. For the purposes of this schema, the emails that remain after "Privileged-Possible-Katrina" emails or (if applicable) "Proprietary Katrina" emails have been extracted and transferred will be placed in a folder referred to as "Generic-Katrina."

2. Bundle all of the folders of emails produced in Phases I-VI onto CD's/DVD. Deliver the CD's/DVD to the McHale-Mauldin Task Force (ME877) with an index of the folders, size of folders, and numbers of e-mails within each folder on each CD/DVD.

#### **Follow-on Activities**

1. The McHale-Mauldin Task Force will collect, catalog, and store the hard media. The Task Force will notify appropriate House Bipartisan Select Committee on the Preparation for and Response to Hurricane Katrina and Senate and Homeland Security and Governmental Affairs Committee staff points of contact:

- a. That the first delivery of emails has been secured;
- b. The estimated number of pages that must be printed to satisfy their requests; &
- c. That the Committees & the Department would benefit from a refinement of their requests.

2. In accordance with refined congressional committee requests:

- a. Print requested emails from "Generic Katrina" (5 copies: 2 for the House, 2 for the Senate; and 1 for the White House);
- b. Process the printed emails into the document system; and
- c. Provide the printed emails to OASD(LA) to deliver to the staff points of contact.

3. McHale-Mauldin Task Force, in conjunction with the General Counsel, will review emails contained in the following files to determine that, in accordance with the law, appropriate privileges/proprietary information will not be violated:

- a. Segregated Senior Leadership-Katrina;
- b. Privileged-Counsel-Katrina;
- c. Privileged-White House-Katrina;
- d. Privileged-Possible-Katrina;
- e. Proprietary-Katrina.

4. Any emails identified in "Step 3" as not privileged/proprietary protected will be transmitted as well.

## KEYWORDS FOR INCLUSION

"hurricane katrina", "hurricane", "katrina", "tropical storm katrina", "tropical storm",  
 "landfall", "louisiana", "new orleans", "baton rouge", "governor of louisiana", "governor  
 blanco", "blanco", "mississippi", "governor of mississippi", "governor barbour",  
 "barbour", "alabama", "governor of alabama", "governor riley", "riley", "governor",  
 "state emergency operations center", "local", "state", "federal", "first responder", "first  
 responders", "responders", "coast guard", "us coast guard", "uscg", "fema", "federal  
 emergency management agency", "department of homeland security", "dhs", "homeland  
 security", "pfo", "principal federal official", "jfo", "joint field office", "hsoc", "homeland  
 security operations center", "hsoc", "iimg", "interagency incident management group",  
 "homeland defense", "oasd(hd)", "usnorthcom", "northcom", "united states northern  
 command", "ustranscom", "transcom", "united states transportation command", "air  
 mobility command", "joint task force", "jtf", "national guard bureau", "ngb", "usace",  
 "coe", "acoe", "ace", "army corps of engineers", "corps of engineers", "prt", "pr&t",  
 "planning and response team", "disaster", "catastrophe", "declaration", "emergency",  
 "state of emergency", "incident of national significance", "stafford act", "economy act",  
 "posse comitatus", "request for assistance", "requests for assistance", "rfa", "civil  
 support", "defense support to civil authorities", "maca", "military assistance to civil  
 authorities", "msca", "military support to civil authorities", "dsca", "defense support to  
 civil authorities", "dco", "defense coordinating officer", "dce", "defense coordinating  
 element", "eplo", "emergency preparedness liaison officer", "request for forces",  
 "requests for forces", "rff", "alert", "alert order", "warnord", "warning order", "execute  
 order", "exord", "deployment order", "depord", "be prepared to deploy order", "bpdto",  
 "deployment", "sar", "search and rescue", "usr", "us&r", "surveillance", "security", "law  
 enforcement", "aid", "response", "recovery", "medical assistance", "medical", "ndms",  
 "national disaster medical system", "mortality", "dmort", "evacuation", "evacuations",  
 "air evac", "medevac", "evacuee", "evacuees", "refugee", "refugees", "victim", "meals  
 ready to eat", "mre", "water", "ice", "levee", "levees", "flood", "national guard", "title  
 32", "title 10", "state active duty", "dual status", "wmd-cst", "weapons of mass  
 destruction civil support team", "nrp", "national response plan", "esf", "emergency  
 support function", "catastrophic incident annex", "cia", "staging base", "staging bases",  
 "staging area", "staging areas", "mobilization center", "jacksonville", "homestead",  
 "duke field", "fort gillem", "maxwell", "meridian", "fort jackson", "barksdale", "fort  
 polk", "england", "little rock", "mou", "memorandum of understanding", "moa", and  
 "memorandum of agreement".

**KEYWORDS FOR EXCLUSION**

"president", "potus", "vice president", "vpotus", "white house", "chief of staff", "andy card", "card", "white house counsel", "hsc", "homeland security council", "nsc", "national security council", "pc", "principals committee", "dc", "deputies committee", "pcc", "policy coordination committee", "counsel", "general counsel", "ogc", "lawyer", "sja", "staff judge advocate", "jag", "judge advocate general", "attorney", "client", "work product", "deliberative process", and "privilege", "wagner", "wager", "del'orto", "stewart aly", "schwenk", "smyser", "chuck allen", "@osdgc.osd.mil", and "@dodge@osd.mil".

**Collection of E-mails Related to Hurricane Katrina -  
Refinement of Request for Data -  
Colonel David M. Rhodes E-mail dated 21 December 2005**

-----Original Message-----

From: Rhodes, David, COL, OSD-POLICY  
Sent: Wednesday, December 21, 2005 9:09 PM  
Subject: Updated E-mail Collection Guidance

All

Several organizations have stated concerns with the scope of the e-mail collection requirement request. The following guidance is meant to assist in paring down the Task Force requirements. This guidance is a refinement to the guidance in the attached 28 Nov e-mail.

\* The timeframe for the search is 1 August through 30 September

\* As long as your organization has all e-mails for all of your individual's on tape, this collection effort will only require individuals at the level of GS-14/O-5 and above.

\* **Phase I:** The keyword list at Tab A of the memorandum is now a guide, rather than an all inclusive search list. Organizations should use instead the following listed words for search criteria, and add any additional words from Tab A as appropriate to their organization --the goal is to filter for all Hurricane Katrina related e-mails.

.	Hurricane	- Katrina	- Rita	- Flooding
1	JTF	- Parishes	- Ward	- Pelican
2	Superdome	- St. Bernard	- Convention Center	
3	Evacuation	- SAR	- New Orleans	
4	Levee	- Shelby	- Tropical Storm	
5	Mississippi	- Alabama	- De-watering	

. **Phase III:** Add the following words to the Phase III search:  
"counsel", "general counsel", "ogc", "lawyer", "sja", "staff  
judge advocate", "jag", "judge advocate general", "attorney", "client",  
"dell'orto", "stewart aly", "schwenk", "smyser", "chuck allen"

Organizations should in addition search for e-mail addresses from their own general counsel divisions.

. **Phase V:** Replace Tab B search words with:  
"president", "potus", "vice president", "vpotus", "white house",  
"chief of staff", "andy card", "card", "white house counsel", "hsc",  
"homeland security council", "nsc", "national security council", "pc",  
"principals committee", "dc", "deputies committee", "pcc", "policy  
coordination committee", "deliberative process", and "privilege."

In addition, below we list those specific individuals from whom the Senate has asked for e-mails and to schedule interviews. We ask you to expedite processing of these individuals and send us .pst files with their e-mails, collected and bundled as described in the collection guidance/revised guidance, ASAP. Prioritize as they are listed here, and send us each person's data when it is ready. Above all, do not wait to complete your overall organizational e-mail call to

Encl (5)

**Collection of E-mails Related to Hurricane Katrina -  
Refinement of Request for Data -  
Colonel David M. Rhodes E-mail dated 21 December 2005**

comply with these actions. Suspense is for Wednesday, 28 Dec, except  
BGen Scherling, whose e-mails we need COB tomorrow

Joint Staff:

BG Scherling, JDOMS  
Gen Richard Myers (ret), CJCS  
Col Jones (O-6 sent by Gen. Myers to help Mike Brown)  
1st Army/JTF Katrina (visit proposed for week of 9 - 13 Jan):  
    (Maj Parks, do these CC's exist?)  
LTG Honore's commander for LA (MG Ron Graham?)  
LTG Honore's commander for MS  
Camp LeJeune/Fort Bragg (visit proposed for week of 23 - 27 Jan):  
    2 MEF; 1st Bn/8th  
    MG Caldwell (82nd Airborne/Joint Army Force Cdr)  
NGB (proposed for weeks or 3 - 6 JAN and 17 - 20 JAN):  
    MG Young, Director of NGB Joint Staff  
    MG Vaughn  
    MG James  
    GB J3 or J3 representative  
NORTHCOM (interviews to occur in DC):  
    MG Rowe (J3)  
    Ron Eller, ACE liaison (telephone interview)  
    Bear McConnell (telephone interview), JIACG  
    Wes McClellan (telephone interview), JIACG Watch Officer  
TRANSCOM:  
    TRANSCOM J3  
    Col Joerger (possibly at Dover) (proposed for 6 Jan)  
DLA:  
    Lt. Col. (ret.) Buzz Hackett

NORTHCOM, realize we didn't coordinate this fully with you prior to  
sending, but other organizations required. If you need additional  
guidance, please let me know. In addition, would ask you to send to  
forward this e-mail to Camp Lejuene/Fort Bragg.

Questions, call (703) 571-8919 and ask for LtCol Joel Wright.

Thanks

Col Dave Rhodes  
Staff Director  
DoD Hurricane Katrina Comprehensive Review Task Force  
(703) 571-8919

Encl (5)